

CONTRACT AND SUBCONTRACT ACTIVITY

1. Grantee				2. Location (City, State, Zip Code)						
3. Grant Number			4. Name of Contact Person			5. Phone Number (include area code)		6. Reporting Period:	7. Date Submitted:	

8. Grant Activity Number	9. Amount of Contract/or Subcontract	10. Racial Codes (See below)	11. Hispanic (Yes/No)	12. Female- Owned Business (yes/no)	13. Section 3 Business (yes/no)	14. Prime Contractor Identification (ID) number	15. Subcontractor Identification (ID) number	16. Contractor or Subcontractor Name and Address				
								Name	Street or P.O. Box	City	State	Zip Code

- Racial Codes
1. White
 2. Black or African American
 3. American Indian or Alaska Native
 4. Asian
 5. Native Hawaiian or Other Pacific Islander

INSTRUCTIONS FOR COMPLETING CONTRACT AND SUBCONTRACT ACTIVITY REPORT

Explanation by Column

1. Grantee - enter the name of the unit of government submitting this report.
2. Location - self-explanatory.
3. CDBG project number.
4. Contact person - enter name of person responsible for maintaining and submitting contract/subcontract information for the grantee.
5. Enter phone number of contact person.
6. Enter the reporting period (Twelve month period beginning October 20- -).
7. Enter date the report is submitted to CDBG.
8. Grant Activity Number - enter applicable activity number from Funding Approval.
9. Amount of contract/subcontract - enter the exact dollar amount. If subcontractor ID number is provided in 12, the dollar figure would be for the subcontract only and not for the prime contract.
Be certain to report only CDBG funds in this column.
10. Business Racial Code - enter the single numeric code (1 thru 5) which indicates the racial/ethnic character of the owner(s) and controller(s) of 51% or more of the business. When 51% or more is not owned and controlled by any single racial/ethnic category, enter the code that seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontract and not the prime contractor.
11. Hispanic – enter yes or no indicating whether or not the owner/controllers are of Hispanic origin. Yes would indicate a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
12. Female-Owned Business – enter yes or no indicating whether or not the business is female-owned. A female-owned business is one that is 51% or more owned or controlled by a female(s).
13. Section 3 Business – enter yes or no indicating whether or not the contract is with a Section 3 business. A Section 3 business is one that is either 51% owned by Section 3 residents, 30% of all full-time employees are Section 3 residents, or 25% of all subcontracts are awarded to Section 3 businesses.
14. Contractor Identification (ID) Number - enter the Employer (IRS) number of the prime contractor as the unique identifier for the prime recipient of CDBG funds. **Note that the IRS number must be provided for each contract/subcontract awarded.**
15. Subcontractor Identification (ID) Number - enter the Employer (IRS) number of the subcontractor as the unique identifier for each subcontract awarded from CDBG funds. When subcontractor ID number is provided, the respective prime contractor ID number must also be provided.
16. Contractor/Subcontractor Name and Address - enter this information for all firms receiving contract/subcontract activity. This information needs to be listed only once per firm on each page of the report.